

ProcureAz Alert

Date: June 16, 2017

To: ProcureAZ Tech Leads

From: ProcureAZ Help Desk

Re: Document Liquidation Requests

To better manage liquidation requests for ProcureAZ documents, the Help Desk will now utilize the attached form for all liquidation requests.

Please **NOTE** that this document template has been updated to include the following fields per GAO's request: BFY, Fund, Appn. Please use the new form going forward.

Please ensure that **ALL** fields are filled out correctly prior to sending the liquidation request, including the error message. Failure to include all the information in the request will result in delays and/or the document being sent back to you for completion.

To help expedite the end of the year processing, the liquidation requests will now be sent daily for GAO to review and take action. This daily action will start 6/19/17 thru 7/7/17. After that, liquidation requests will revert back to being sent weekly on Thursdays.

NOTE: As a reminder:

Liquidation requests should come from the agency technical leads. This helps to minimize duplicate documents which have been causing delays in processing.

Periscope no longer updates the status on the documents. The last status the document is in for liquidation is the status the document will stay in forever.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!